



DRAFT MINUTES

**SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
March 26, 2020– 2:00 p.m.
Via Zoom Tele or Video Conference Only**

Call to Order: 2:03PM

1. Call to Order/Roll Call

Agency	Present	Absent	Agency	Present	Absent
Atherton	X		Menlo Park	X	
Belmont	X		Redwood City	X	
Burlingame	X		San Carlos	X	
East Palo Alto		X	San Mateo	X	
Foster City	X		County of San Mateo	X	
Hillsborough	X		West Bay Sanitary District	X	

All Members and public participated by Zoom Conference Call

2. Public Comment

Persons wishing to address the Board on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes. If there are more than five individuals wishing to speak during public comment, the Chairman will draw five speaker cards from those submitted to speak during this time. The balance of the Public Comment speakers will be called upon at the end of the Board Meeting. If the item you are speaking on is not listed on the agenda, please be advised that the Board may briefly respond to statements made or questions posed as allowed under The Brown Act (Government Code Section 54954.2). The Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report and formal public discussion and input at that time.

None

3. Executive Director's Report

Executive Director La Mariana welcomed everyone to the meeting and echoed Chair Benton's concerns for everyone's families and staff to stay safe during this unprecedented time. He then gave the following updates:

- The extensive tip floor and ancillary tunnel repairs were completed over the weekend, which is an item that had been flagged by the LEA and is now crossed off the "required action" list.
- The Organics-to-Energy equipment is completely installed, the required fire sprinkler installation that is required for the permit was approved in February but has not yet commenced because the contractor has not been able to produce the bonds. They will receive a letter on April 1 noting the contract will be cancelled if the bonds aren't produced. If that happens, the process will have to start all over again with an RFP which will delay the entire Organics-to-Energy pilot starting into the fall.
- The Storm Water improvements will be happening over the next couple of weeks through the Recology corporate compliance group.

- Alternative Fuels discussions continue with Recology and SBWMA's technical team, and staff anticipates an informational project briefing with the Zero Waste Committee in either May or June..
- On March 18th, the Town of Atherton give written notice to the SBWMA of their intent to possibly exit the SBWMA. NOTE: Per the JPA Agreement, this notice is the first formal step that would activate an exit process but does not completely commit Atherton to executing the final exit steps. Our Agency is preparing a response letter, and HFH is identifying and calculating some costs that would be due to the Agency , should Atherton actually exit the JPA. The exit requires a 4/5 vote of the Members' governing bodies, not just the SBWMA Board.
- Staff is working hard on the budget, and this is the year the Agency's budget will be aligned with the upcoming calendar year. He noted that with some big costs are still unknown, especially for SB1383, there are going to be assumptive, placeholder numbers included in the budget.
- On March 6th, Executive Director La Mariana provided a personal Shoreway site tour to County Manager Mike Callagy, to have dialogue about future access to the land area behind the Shoreway facility, since the facility is so space constrained. County Manager Callagy asked for a more fully shaped idea for how the property might be used. During this tour, Executive Director La Mariana revised his original request of Agency access to this 15 acre unimproved parcel, from 3-5 acres down to 2 acres.
- The Trash to Art contest will be continuing in its 8th year, but this year submissions will be submitted by video or photo only due to the public health quarantine.

Regarding the Atherton exit topic, Member Bonilla asked if the 4/5ths vote would be total of the Members, or 4/5ths of each body. Executive Director La Mariana clarified that there are 12 Members of the SBWMA and each member agency's own governing body would need to have their own vote, and 4/5ths of those votes would be required for Atherton to exit which is 9 because it would not include Atherton.

Member Rak asked if the shelter in place order would affect staff's ability to shift to a calendar year budget. Executive Director La Mariana answered that staff is still on track even while working from home to get this done.

4. Approval of Consent Calendar

Consent Calendar item(s) are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items be removed for separate action. *Items removed from the Consent Calendar will be moved to the end of the agenda for separate discussion.*

A. Approval of the Minutes from the February 27, 2020 Board of Directors Meeting

Motion/Second: Bonilla/Rak

Voice Vote: 11-0-0-1

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton			X		Menlo Park	X			
Belmont	X				Redwood City	X			
Burlingame	X				San Carlos	X			
East Palo Alto				X	San Mateo	X			
Foster City	X				County of San Mateo	X			
Hillsborough	X				West Bay Sanitary Dist.	X			

5. Administration and Finance

No Items

6. Collection and Recycling Program Support and Compliance

No Items

7. Shoreway Operations and Contract Management

A. Organics-to-Energy Pilot Project Update and Agreements with Silicon Valley Clean Water (SVCW) and City of South San Francisco Water Quality Control Plant (SSFQCP)

Staff Gans gave an overview of the staff report. This approval is for two additional MOUs similar to the two that were approved in February. With four MOU partnerships in place with local waste-water treatment plants, there will now be enough capacity for the 6 tractor-trailer loads of material produced per day during the pilot phase of the Organics-to-Energy project, which will be ready to go once the fire suppression is complete. A fifth MOU is expected to be presented for board consideration in April with the City of Sunnyvale. He noted that the Silicon Valley Clean Water agreement is for one year, but they've only agreed to not charge a tip-fee for 6 months.

Motion/Second: Aguirre/Hurt

Roll Call vote: 11-0-0-1

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton	X				Menlo Park	X			
Belmont	X				Redwood City	X			
Burlingame	X				San Carlos	X			
East Palo Alto				X	San Mateo	X			
Foster City	X				County of San Mateo	X			
Hillsborough	X				West Bay Sanitary Dist.	X			

B. Resolution Approving Contingency Plan for COVID-19 Emergency Operations of Shoreway Environmental Center

Executive Director La Mariana gave an overview of the staff report and noted that there has been no reduction in the workforce at this time, both contractors (Recology and South Bay Recycling are working within the San Mateo County Chief Public Health Officer's emergency order. The operations and construction at Shoreway have all been deemed essential services. The Administrative staff is working from home, but still operational.

Mike Kelly General Manager of Recology San Mateo County gave an update on Recology's protocols during the COVID19 Pandemic. He noted that employee health and safety is their top priority, and just like the facility is closed to the public, so is their administrative office. There is a note on the door letting people know they drop their payment in the door slot, but they can't pay their bill in person. He asked to suspend the Bulky Item Collection which is a non-essential add on service beginning March 30, so drivers aren't manually handling material.

Executive Director La Mariana noted that staff could give Recology the direction to temporarily suspend the program per the franchise agreement, so this action doesn't require a vote but Staff and Recology still seek Board feedback on this topic. Member Aguirre supported the suspension but asked to set up a contingency plan to not overload Recology once restrictions are lifted. Mike Kelly noted that customers who have an existing appointment will have priority once the shelter in place order is lifted and the proposal is to allow Saturday collections to help with the increased demand after the restrictions are lifted. Member Rak is concerned about increased trash and cardboard at residences as they stay home and create more trash at home and get more things delivered. Mike Kelly answered that there should be promotion of the diversion programs we have, like utilizing the right bin, and breaking down boxes better so they fit in the blue bin. Member Rak suggested a potential central drop off location in each City where extra material could be dropped off. Mike Kelly noted that public works departments would have to manage a debris box location, and Recology could collect the debris box at a designated interval that would be city by city.

The Board concurred that the number one priority is worker safety, and the second priority is to get the word out about the suspension of the program and help residents utilize the carts to their full extent, and

dole out their spring cleaning waste over time. Member Groom asked to reissue the guidelines for what goes in each bin and include multi-family residents and multiple languages. Member Brownrigg added that the message needs to include that overflow is also not allowed and asked to get the message to the Members so it could be included in the City's e-newsletters.

The Board then discussed collection operations during the shelter in place. Member Rak if there had been or anticipated challenges with the Union. Mike Kelly noted that Recology has reached out to the Union to discuss worker safety and the protocols they've put in place. They are not planning on reducing head count. Member Widmer asked if worker's temperatures were taken before shifts and noted that leather gloves don't work the drivers need plastic gloves under the leather gloves. Mike Kelly answered that temperatures are not being taken just health reminders, and that he is giving out gloves when they are available, but they are in short supply.

The Board then discussed the facility operations and Staff Gans and Dwight Herring General Manager of SBR discussed emergency Shoreway Operations.

Staff Gans noted that the contingency plan that is being recommended for approval is intended to keep the material flowing, because the facility only has capacity to store material for 2-3 days. The emergency contingency plan includes:

- The facility is closed to the public and won't be reopened until the shelter in place is lifted.
- There are concerns that the shipping and logistics of moving recyclables will freeze up as a result of COVID19, and when flow of recyclables out of the facility is inhibited where would they go. A preemptive recommendation is to allow recyclables to be landfilled if they can't move otherwise.
- Similarly, green waste and CND material could be taken to landfill if drivers and trucks need to be repurposed and if material isn't moving out of the facility, in an emergency situation only.

Dwight Herring gave an update on worker's safety on the operations side. They have increased cleaning and sanitizing workspaces and common areas as of March 2 and closed the facility to the public as of March 17. All employees are required to wear protective equipment. They have repositioned staff and break rooms so people at 6 feet apart. MRF employees are still sorting at least 6 feet apart, with all appropriate PPE, but not a whole lot of hand sorting. There are no longer sorters in the transfer station.

Member Widmer asked, if recyclables do have to go the landfill, would there be a tonnage limit problem at Ox Mountain. Staff Gans answered that the MRF generates 300 tons a day which would not push up against the limit at the landfill.

Member Brownrigg asked if there was any way to help small business with rate reductions given that commercial volume is down, and symbolically support the small businesses during this time. Executive Director La Mariana noted that it is something staff could look at internally for some options to bring back for Board consideration.

Motion/Second: Bonilla/Widmer

Roll Call Vote: 11-0-0-1

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton	X				Menlo Park	X			
Belmont	X				Redwood City	X			
Burlingame	X				San Carlos	X			
East Palo Alto				X	San Mateo	X			
Foster City	X				County of San Mateo	X			
Hillsborough	X				West Bay Sanitary Dist.	X			

8. Public Education and Outreach

No Items

9. Informational Items Only (no action required)

- A. 2020 Legislative Session Update
- B. 2020 Finance and Rate Setting Calendar
- C. Check Register Detail for February 2020
- D. Potential Future Board Agenda Items

10. Board Member Comments

Chair Benton thanked Mike Kelly and Dwight Herring noting that their teams are on the front lines everyday maintaining this essential service, which places them at some risk, and we greatly appreciate it. He thanked the Board Members as well.

11. Adjourn 3:24PM